

The Southwest Michigan Black Heritage Society is a nonprofit, located in Kalamazoo, Michigan that serves and empowers residents of Southwest Michigan to appreciate the heritage and history of African Americans in our region as a meaningful part of their contemporary lives and to foster racial healing.

**Position:** Marketing and Communications Assistant

**Description:** SMBHS seeks a dynamic, self-starter to assist marketing and communications efforts. This is an excellent opportunity to experience various aspects of marketing while working for a community-based nonprofit organization. There will also be opportunities to learn and experience fund development planning.

**Responsibilities:**

- \*Update and maintain the data base/mailling list and prepare for social media marketing
- \*Assist in planning, writing and managing newsletters, brochures, promotional materials and press releases and media announcements.
- \*Design graphics, flyers and other marketing material for events and gather feedback as needed.
- \*Assist with website updates and redesign
- \*Organize, facilitate and attend marketing committee meetings as well as board meetings as needed.
- \*Develop, prepare and implement market surveys and report findings
- \*Collaborate with staff and board members on new ideas and venues for marketing and communications.

**Qualifications:**

- \*Completed or working toward a degree in marketing, communications or related field.
- \*Previous internship or related experience is a plus.
- \*Must be computer literate with a working knowledge of word processing, PowerPoint, Excel. Proficiency in Adobe, Indesign and Photoshop highly desired. Knowledge of HTML and graphic design is also a plus.
- \*An effective communicator, both written and oral
- \*Self motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- \*Enthusiasm for the mission of nonprofits and the community.

**Start Date:** October 1, 2014

**Hours:**

Temporary through March 2015.

Hours are flexible at 10 - 15 hours per week.

**Compensation:**

\$8.50 per hour

**To Apply:**

Submit resume and cover letter to [smbhs03@gmail.com](mailto:smbhs03@gmail.com)

**(EEOC and nondiscrimination statement)**

The Southwest Michigan Black Heritage Society provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment.